



## **Instructions for Out-of-State Applicants**

**If interested in living at Timber Ridge or Blue Sky Lofts, but do not currently live close to Boulder, please follow these simple steps in order to secure an apartment.**

1. Find an apartment that you are interested in that has a move in date that works for your timeframe. Our availability changes daily, please call **303-413-1227** to get the current availability and pricing.
2. A holding deposit is required (\$1,000/studio or one bedroom, \$1200/two bedroom, \$1800/three bedroom). This must be made in the form of a check or money order **ONLY** to hold the apartment. The application fee (\$35 per applicant) is required to be paid at the same time. **No unit can be held without the security deposit and application fees in hand.**
3. All out of state deposits **must be accompanied with a tracking number**. Call with the tracking number immediately. Having a tracking number is considered "check in-hand." You can put a tracking number on anything you send from the US Post Office, UPS, or FedEx.
4. After the holding deposit is sent, you have **seven days** (if the move in date is less than two weeks or less from the date of deposit, the paperwork is needed immediately) to complete the application(s) and either a notarized co-signer form OR send proof of income. Proof of income can include W2s, pay stubs or vouchers. Savings and checking account balances will **NOT** be counted as proof of income.
5. When all of paperwork has been received, a background check will be conducted and the lease will be generated. An email will be sent soon after this with instructions for signing the lease.

**Any questions about this process, please feel free to call 303-413-1227, or email at [leasing.timber.ridge@comcast.net](mailto:leasing.timber.ridge@comcast.net) or [admin.timberridge@comcast.net](mailto:admin.timberridge@comcast.net).**